

BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

October 16, 2008

The Mississippi Department of Information Technology Services Board met in the 4th floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, October 16, 2008, at 1:30 P.M.

Members Present:

Cecil Watkins, Chairman

Thomas A. Wicker, Vice-Chairman

Derek Gibbs

Steve Adamec

Member Not Present:

John Hairston

Staff Members Present:

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Deputy Division Director

Karen Newman, Education Services Division Director

Claude Johnson, Strategic Services Division Director

Craig Orgeron, Strategic Services Deputy Division Director

Mitchell Bounds, Data Services Division Director

Michele Blocker, Internal Services Division Director

Donna Nead Rogers, Special Assistant Attorney General

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Telecomm Services Division

Paula Conn, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Debra Spell, ISS Technology Consultant

Kevin Gray, Strategic Services Division

Debra Brown, Strategic Services Division

Others Present:

Daphne Buckley, Mississippi Department of Education

Cindy Coon, Mississippi Department of Education

Derrick Lindsay, Mississippi Department of Education

Clay Richmond, University of Mississippi Medical Center

Chuck Fitch, University of Mississippi Medical Center

Robert Kalka, University of Mississippi Medical Center

Scott Cook, AT&T

Bill Doss, Mississippi Office of the State Auditor

Toby Frazier, Mississippi Office of the State Auditor

Agenda Item No. 1: Cecil Watkins called the meeting to order and directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on September 18, 2008.

On motion by Steve Adamec and second by Derek Gibbs that the minutes of the September 18, 2008

meeting be approved:

Motion carried; unanimously.

Agenda Item No. 2: Debra Spell presented Project No. 37912, requesting approval for the sole-source acquisition of Lawson Software from Lawson Software Americas, Inc. for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staffs of ITS and UMMC jointly recommend Lawson Software Americas, Inc. as the sole-source provider of Lawson Financial, Procurement, and Business Intelligence Suites at a total three-year lifecycle cost of \$2,469,033.00. On motion by Derek Gibbs and second by Tom Wicker that the staff recommendation be approved: Motion carried; unanimously.

Agenda Item No. 3: Derrick Lindsay, Chief Information Officer, presented the evaluation and recommendation of proposals received in response to RFP No. 3556 -37254 for the acquisition of an Educator Licensure Management System for the **MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)**. The staffs of ITS and MDE jointly recommend the selection of Hupp Information Technologies, as lowest and best vendor responding to RFP No. 3556, to provide an Educator Licensure Management System, at a total 5-year life cycle cost of \$1,307,989.00. Additionally, MDE will purchase hardware, software, and associated services via the Planned Purchase process at an amount not to exceed \$127,000.00, for a total project cost not to exceed \$1,434,989.00.

On motion by Steve Adamec and second by Tom Wicker that the selection of Hupp Information Technologies, as lowest and best vendor responding to RFP No. 3556, to provide an Educator Licensure Management System (ELMS), at a total five-year life cycle cost of \$1,307,989.00 be

approved. In addition, the motion includes an instruction to MDE to provide justification to the ITS Executive Director regarding the location of the hardware to house the ELMS, either at MDE or in the State Data Center. The hardware location decision is delegated to the Executive Director, along with the procurement approval of any necessary hardware, software, and associated services to implement that decision. Furthermore, the motion includes an instruction to ITS staff that the contract resulting from the award of RFP No. 3556 contain language holding Hupp Information Technologies responsible for any application remediation identified by internal and/or external security audits:

Motion carried; unanimously.

Steve Adamec stated that there was a need to go into closed session to determine the need for executive session regarding security plans.

On motion by Steve Adamec and second by Tom Wicker that the ITS Board convene in closed session to determine the need for executive session:

Motion carried; unanimously.

The determination for executive session was discussed in closed session, and on motion by Steve Adamec and second by Derek Gibbs that the ITS Board convene in executive session to discuss security plans:

Motion carried; unanimously.

The ITS Board convened in executive session.

Members Present:

Derek Gibbs, Chairman

Steve Adamec

Cecil Watkins

Thomas A. Wicker

Members Not Present:

John Hairston, Vice-Chairman

Staff Members Present:

David L. Litchliter, Executive Director

Donna Rogers, Special Assistant Attorney General

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Division Deputy Director

Karen Newman, Education Division Director

Mitchell Bounds, Data Services Division Director

Claude Johnson, Strategic Services Division Director

Craig Orgeron, Strategic Services Deputy Division Director

Michele Blocker, Internal Services Division Director

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Telecomm Services Division

Paula Conn, ISS Technology Consultant

Others Present:

Bill Doss, Mississippi Office of the State Auditor

Toby Frazier, Mississippi Office of the State Auditor

On motion by Steve Adamec and second by Tom Wicker that ITS Policy, Standards and Guidelines (PSG) Number 100-04: Enterprise Security Policy be updated, and communicated to board chairmen, executive directors, and CSIOs/IT directors at state agencies and institutions of higher learning with a cover letter from the ITS Executive Director, including an endorsement from the Office of the State Auditor. In addition, the ITS Executive Director is required to establish a role of Chief Information Security Officer (CISO) within the structure of ITS:

Motion carried; unanimously.

On motion by Steve Adamec and second by Tom Wicker that the ITS Board conclude executive session and return to open session:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 4 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

On motion by Steve Adamec and second by Derek Gibbs that the following per diem and expenses be approved:

Steve Adamec - per diem and expenses for 1 day;

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Derek Gibbs - per diem and expenses for 1 day;

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Cecil Watkins - per diem and expenses for 1 day;

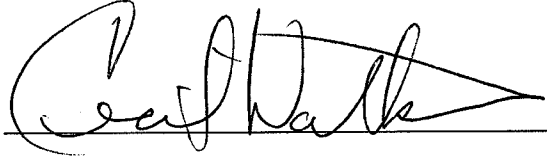
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Thomas A. Wicker - per diem and expenses for 1 day;


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Motion carried; unanimously.

There being no further business, the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Cecil Watkins", written over a horizontal line.

Cecil Watkins, Chairman

A handwritten signature in cursive script, appearing to read "Tom Wicker", written over a horizontal line.

Tom Wicker, Vice-Chairman